



CITY OF ATLANTA

Job Announcement

WATERSHED EQUIPMENT COORDINATOR

STARTING SALARY: \$28,602

(Negotiable up to \$31,712)

Salary Grade: 11

Applications Accepted From: April 4, 2005 Until April 15, 2005

Minimum Job Requirements

Applicants for this position must have a high school diploma or GED and two years of equipment maintenance experience; or an equivalent combination of education, training and experience.

Licenses and Certificates

Possession of a valid Georgia driver's license at the time of appointment. License must remain valid during tenure in this position. Verification required.

Duties of the Job:

The duties and responsibilities of this position are as follows: receive and distribute new motorized and non-motorized equipment; coordinate delivery and pickup of equipment; maintain log and all related detailed information; manage Bureau vehicle pool; perform equipment inspections; insure preventive maintenance scheduled vehicles are reported to Motor Transport in a timely manner; maintain vehicle usage log for Bureau vehicle pool; assist in preparation of the annual equipment replacement budget; insure vehicle are fueled and clean; assist in conducting year end inventory; prepare, receive and/or review various documentation, including equipment files, surplus forms, etc.; maintain surplus log; assist with surplus disposition; and assist with interdepartmental projects.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6565

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position.

Letters will not be mailed to individual job applicants.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.